Approved For Release 2005/11/21 : CIA-RDP70-00211R000700110007-4

File:

TO :

FROM : Records Management Officer for Correspondence, Management Staff

SUBJECT: Manifold-Carbon Paper Sets and Thermofax Label Paper.

1. Attached is a supply of fliers on the new type of manifold-carbon paper sets now in the supply system. I would appreciate your getting as many of them distributed as possible.

2. You may be interested also in a new Thermofax paper which can be used to make up sets of address labels. We used it to address the envelope that transmitted this memorandum.

To all ARO's 25 march '58

3. I've enclosed a sheet of this thermofax paper. To use it for labels, you simply prepare a master with the addressees placed so that each one will reproduce within the "box" formed by the perforations on the Thermofax paper. I suggest (1) that you prepare the master on tissue-weight stock, and (2) that in running the master through the machine you place the tissue master on top of the thermofax paper.

carbon backed

4. I have some additional stock of this paper if you wish to experiment with it. If usage of this paper becomes high enough we will recommend that it be stocked in the Agency supply system.

STAT [redacted]

Use of Thermo-fax Paper

10 - Training (3-25-58)
30 - Personnel (3-26-58)
STAT 15 - [redacted] (to dist to Divs)
STAT 12 - OCR - [redacted] (for use) 3/31/58
STAT 23 - [redacted] O/DD/I - for use (4-2-58) (4-14)
15 - Special Projects, for test (4-2-58) and use
30 - OSI for use and test (4-2-58)
STAT 20 - Compt [redacted] use & test (4-8-58)
24 - Re [redacted] (4-11-58)
STAT 4 - Arch [redacted] Vol - Test (4-11-58)

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